

☒ UNCLASSIFIED
 ☐ INTERNAL USE ONLY
 ☐ CONFIDENTIAL
 ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Finance Forms - Classification Markings

FROM:

 Director of Finance
 1212 Key Bldg

EXTENSION

NO.

DATE

7 MAR 1979

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

 1. Agency Security Classification
 Officer, ISAS/DDA 7D16 Hqs

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53-2828

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7 MAR 1979

MEMORANDUM FOR: Agency Security Classification Officer,
ISAS/DDA

FROM: Edward L. Sherman
Director of Finance

SUBJECT: Office of Finance Forms - Classification Markings

REFERENCE: [redacted] paragraph 12g(1)

STAT

1. Attached is a listing of current Office of Finance forms which warrant continued usage of the preprinted annotation "Secret/ When Filled In". We have categorized these forms according to what we believe are the justifiable bases for the continued usage of these preprinted annotations. You are requested to review this list and approve our usage of these markings.

2. Any questions you may have incident to this request may be addressed to [redacted] Office of Finance, Plans and Systems Staff, [redacted]

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[redacted]
Edward L. Sherman

Att

OFFICE OF FINANCE FORMS

Group A

The following forms require, in all cases, information which falls within the Director of Administration Classification Guide (DACG) category cited.

1. Forms which require, in all cases, information which falls within DACG category 9c3.2, i.e.,

"Information relating to appropriations to and obligations of CIA, including total amounts, number of employees, details of budgets and expenditures, data on programs and activities, internal disposition or allocation of funds or requisitioning authorities, information on confidential funds received or expended on behalf of Government agencies."

Level of Classification: Secret

Duration of Classification: 20 years (review)

<u>Form Number</u>	<u>Title</u>
22	Travel Voucher
41	Disbursement Voucher
42	Accounting for Funds
264	Request for Reimbursement or Payment
281	Request for Advance of Funds
281A	Request for Advance of Funds for Class B and C Accounting Only
282	Accounting by Individual for Advance
461	Miscellaneous Obligation Record
494	Transfer of Account
507	Obligation Authority Record
540A	Travel Order Worksheet
540B	Domestic Travel
540C	Field Travel
540D	Domestic Travel Work Sheet

563	Schedule of Advances
564	Schedule of Transfers
566	Schedule of Miscellaneous Receipts
567	Schedule of Unexpended Subsidies and Grants Non-controlled Projects-Debit
606	Posting Voucher General
716A	Advice of Sub-Allotment and/or Requisitioning
768	Voucher Register and Central Journal
923	Contract Information and Payment Record
923C	Voucher Control Record-Payments Fixed Price Contracts
936	Cash on Hand Subsidiary Ledger
967	Schedule of Cash Short and Over
1075	Claim for Home Service Transfer Allowance
1088	Advance Account Subsidiary Ledger
1089	Expense and Obligation Subsidiary Ledger
1090	Due to Field Agents Subsidiary Ledger
1091	Unexpended Subsidies and Grants Subsidiary Ledger
1093	Other Assets Written Off Further Follow-Up Required Subsidiary Ledger
1095	Schedule of Other Assets Written Off-Further Follow-Up Required Debit Memorandum Account
1107	Counter Check Non-Negotiable
1157	Advance Account Subsidiary
1158	Voucher Class B or Class C Accounting
1159	Cash Journal
1293	Payroll Adjustment Voucher

1314	Payroll Change Notice
1435	Schedule of Field Allotments
1716	Authorization to Expend
1822	Request for Payment and Posting Voucher
2030	Overseas Transfer Financial Record
2210	Identification Master New Menu A 10
2467	Liquidation Instructions to Certify Officer
2646A	Claim for Reimbursement
2707	CIARDS Quarterly Adjustments
2773A	Cash Journal Record of Receipts and Disbursements
2794	Salary Overpayment Computation
3115	Time Base and Average Salary Work Sheet
3116	Annuity Rate Work Sheet
3122	CIARDS Pay Record
3162	Reimbursement of Expenses from Sale or Purchase of Residence
3288	Pay Adjustment Input
3288A	Leave Adjustment Input
3402	Environmental Differential Work Report
3781	All Purpose Obligation Document
3781A	All Purpose Obligation Document - Special
3781B	Materiel Procurement Authority Obligation
3781C	Obligation Adjustment
3782	Schedule of Expenses and Obligations
3813	Reimbursements to the Appropriation
3814	Advances from Other U.S. Government Agencies Increases and Decreases

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3815	Advances from Other U.S. Government Agencies
3816	Class B and C Posting Voucher
3817	Cash on Cash Posting Voucher
3818	Memo for ADL - Air Force
3819	Memo for ADL - G Accounts
3852	Request for Conversion of Foreign Currency
3855	Property Commitment Abstract
3863	Cash Journal Records of Receipts and Disbursements Imprest
3865	Check Disbursing Schedule
3866	Cash Disbursing Schedule
3879	Schedule of Encumbrances
3910	Issue Adjustment Voucher Project Adjustments
3912	Miscellaneous Transaction Voucher
3977	Request for Certification and Approval of Funds for Payment

2. Forms which require, in all cases, information which falls within DACG category 9c5.1, i.e.,

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Level of Classification: Secret
 Duration of Classification: 20 years/review

<u>Form Number</u>	<u>Title</u>
764	Duty Status Report
945A	Normal Pay Record
948	Settlement Sheet
1756	Leave Statement
1840	Home Leave Record
2805	Clearance Control Card

3114	Individual Retirement Record/CIARDS
3490	Integree Status Record
3759	TDY Salary Differential Claim
4068	Time and Attendance Report - Field Personnel

3. Forms which require, in all cases, information which falls within the DACG category 9c2.8, i.e.,

STAT

Level of Classification: Secret
Duration of Classification: 6 years/review

<u>Form Number</u>	<u>Title</u>
2044	C&T Pay Pull Authorizations
3753	C&T Action Guide

4. Forms which require, in all cases, information which falls within the DACG category 9c2.4, i.e.,

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Level of Classification: Secret
Duration of Classification: 20 years (review)

<u>Form Number</u>	<u>Title</u>
2316	Reconciliation of Bank Statements with General Ledger Accounts
2321	Statement as to Status of Cashier Account
2551	Cash Count Schedule

Group B

The information placed on the following forms is, in all cases, machine input data to computer resident files which are classified. These forms are machine filed and retained as a manual record of the computer resident file.

1. The following forms represent machine data input cards to computer resident files which are classified Secret under DACG category 9c3.2.

Level of Classification: Secret

Duration of Classification: 20 years/review

<u>Form Number</u>	<u>Title</u>
20D	Time and Attendance Report - EOD and Amendments
20G	Time and Attendance Report - EOD and Amendments
1787	Master File Input Misc
1787A	Master File Input - EOD
2595	Authorization for Disposition of Paychecks
2964	Credit Union Savings Allotment
3201	U.S. Savings Bond Authorization for Purchase and Request for Change
3280	Employee's Federal Withholding Allowance Certificate
3281	Withholding Exemption for Use By Employees Who Anticipate No Tax Liability
3282	Employees District of Columbia Withholding Exemption Certificate
3283	Employees Maryland Withholding Exemption Certificate
3284	Employees Virginia Withholding Exemption Certificate
3285	FEGLI Optional FEGLI Election
4042	Pay Term

2. The following forms, in all cases, include information which is electronically extracted from computer resident files classified Secret Under DACG category 9c3.2.

Level of Classification: Secret

Duration of Classification: 20 years/review

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<u>Form Number</u>	<u>Title</u>
20	Time and Attendance Report Computer Printing
20F	Time and Attendance Report Computer Printing
456A	Earnings and Leave Statement - Field
1315A	Statement of Earnings and Deductions
3443	Master Leave Report
3444	Current and Cumulative Earnings Record
3450	Status of Normal Pay

Group C

- Under current Agency Classification guidelines and policies there appears to be no justification for the continued usage of preprinted annotation (Secret when filled in) for the following forms. Each should be individually classified according to whether the individual named is under cover (or could be expected to be put under non-official cover) or the presence of other classifiable data.

<u>Form Number</u>	<u>Title</u>
351	Request for Appointment of Certifying Officer
1082	Report of Traveler's Leave
2507	Specimen Signature of Certifying officer
2796	Information for Preparation of Form 1099
2906	Headquarters Reassignment Questionnaire
3418	Biographic Profile
3474K	Camera Operators Log
3474L	Micro Film Control Record

- The following forms, are used as covering sheets for documents which contain data always classified Secret. These forms should contain the following pre-printed annotation: (cf:).

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SECRET

"Unclassified When Detached from Attachments"

<u>Form Number</u>	<u>Title</u>
3287	Payroll Batch Control
3447	Time and Attendance Batch Control
3792	Batch Control Sheet

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